



Nebraska Game and Parks Commission

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Phone: 402, 471-0641 / Fax: 402, 471-5528 / <http://www.ngpc.state.ne.us/admin/jobs/jobs.asp>

JOB VACANCY ANNOUNCEMENT Advertised to Employees And Public

LOCATION	TITLE	Salary
Lincoln	Accounting Clerk II	*\$12.288Hr
	Budget and Fiscal Division	Position #11001

APPLICATION DEADLINE: August 16, 2010

ESSENTIAL JOB DUTIES: Duties will include a combination of: 1) Audit, approve or post Agency expenditure payments and ACH revenues; 2) compute and process invoices for payments to vendors; 3) review vendor statements to determine if invoices need to be received or if payment is already complete; 4) backup the audit and process of employees' expense reimbursement documents; 5) prepare, approve or pre-audit journal entries; 6) backup the process of analyzing and tracking monthly bulk fuel balances; 7) review and track monthly change fund accounts from each State Park; 8) assist with the monthly tax preparation and report; 9) backup the (monthly) tracking and reporting (quarterly) of bulk fuel purchases; 10) assist with the preparation of the bulk fuel purchases for the annual Comprehensive Annual Financial Report (CAFR); 11) assist Division Administrator, Budget Officer, and other staff with special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: NIS experience in processing transactions and running reports. Maintain financial records and prepare clerical accounting reports. Compute and compile figures; compare information and recognize discrepancies; communicate with agency staff to state facts and gather information. Working knowledge of auditing of financial data preferred. Ability to multi-task and meet deadlines. Operate office machines such as calculator, photocopier and personal computer.

REQUIREMENTS: Post high school coursework/training in accounting, bookkeeping, business administration, finance or related field OR experience with clerical accounting procedures including double-entry accounting. Microsoft Word and Excel required. Prefer Associates degree and 1-3 years experience in accounting, auditing payments/revenues preferred.

TO APPLY: Apply on line at www.statejobs.nebraska.gov. Applications must be postmarked on or before the application deadline to be considered.

*Pay rates for current Nebraska state government employees that are promoted/transferred to this position will be determined by the appropriate labor contract or Classified System Personnel Rules.